



8 October 2020

Dear members,

CPD compliance for the period ending 30 November 2020

All members are required to undertake and record relevant continuing professional development (CPD) activities in accordance with Statement 1.500 *Continuing Professional Development* (revised October 2019). Members must declare compliance with the [CPD requirements](#) for the reporting period ending 30 November 2020 in order to renew their membership for 2021.

The Institute appreciates that some members may face difficulties achieving the required number of CPD hours for the 2021 membership renewal as the COVID-19 pandemic has caused the cancellation of many face-to-face CPD events. To help members meet the CPD requirements, the Institute has approximately 600 [e-learning courses](#), which are available as alternatives for members to undertake verifiable CPD hours anywhere and anytime.

In light of the pandemic, the Institute will also allow members to apply for an extension up to 31 May 2021 to make up for a shortfall in hours in order to comply with the CPD requirements. Applications for extension should be made to the Institute via the CPD declaration in the online Annual Return on or before 15 December 2020.

Yours sincerely,

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